

## DOE Working Examples of Personally Identifiable Information (PII)

August 9, 2006

### WHAT IS PII:

1. Social Security Numbers in any form are PII
2. Place of Birth associated with an individual
3. Date of birth associated with an individual
4. Mother's maiden name associated with an individual
5. Biometric record associated with an individual
  - a. Fingerprint
  - b. Iris scan
  - c. DNA
6. Medical history information associated with an individual
  - a. Medical conditions, including history of disease
  - b. Metric information, e.g. weight, height, blood pressure
7. Criminal history associated with an individual
8. Employment history and other employment information associated with an individual
  - a. Ratings
  - b. Disciplinary actions
  - c. Performance elements and standards (or work expectations) are PII when they are so intertwined with performance appraisals that their disclosure would reveal an individual's performance appraisal.
9. Financial information associated with an individual
  - a. Credit card numbers
  - b. Bank account numbers
10. Security clearance history or related information (Not including actual clearances held)

### WHAT ISN'T PII:

1. Phone numbers (Work, Home, Cell)
2. Street addresses (Work and personal)
3. Email addresses (Work and personal)
4. Digital pictures
5. Birthday cards
6. Birthday emails
7. Medical information pertaining to work status (X is out sick today)
8. Medical information included in a health or safety report
9. Employment information that is not PII even when associated with a name
  - a. Resumes, unless they include an SSN
  - b. Present and past position titles and occupational series
  - c. Present and past grades

- d. Present and past annual salary rates (including performance awards or bonuses, incentive awards, merit pay amount, Meritorious or Distinguished Executive Ranks, and allowances and differentials)
  - e. Present and past duty stations and organization of assignment (includes room and phone numbers, organization designations, work e-mail address, or other identifying information regarding buildings, room numbers, or places of employment)
  - f. Position descriptions, identification of job elements, and those performance standards (but not actual performance appraisals) that the release of which would not interfere with law enforcement programs or severely inhibit agency effectiveness
  - g. Security clearances held
  - h. Written biographies (like the ones used in pamphlets of speakers)
  - i. Academic credentials
    - i. Academic credentials, e.g. Ph.D, MS, BS, AA
    - ii. Schools attended
    - iii. Major or area of study
10. Personal information stored by individuals about themselves on their assigned workstation or laptop (unless it contains an SSN)